JANUS Pictures

User Manual

Grosvenor Technology

The Science of Security

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Using this manual

The manual has been laid out in 4 main sections:

- General Introduction
- System requirements and installation instructions
- Understanding JANUS system message routing
- How to use JANUS Pictures

This symbol represents information important to the operation of the JANUS Pictures application.

This symbol represents a warning of potential conflict or data loss when using the application.

This symbol represents a tip for easier use of a feature of JANUS Pictures.

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Introduction

JANUS Pictures is an add-on module to JANUS for Windows. It's purpose is to display the cardholder photographs for card transactions that are received through a reporting device. The user can then view the picture of the cardholder held in the JANUS for Windows database and visually compare it to the person who has entered a door. If they are not the same, then the user is able to take the appropriate action.

Main Features

1. JANUS Pictures provides a facility for retrieving the historic transactions held within JANUS Comms.

2. The user can select how many minutes worth of prior transactions to retrieve, subject to availability from JANUS Comms.

3. A number of different display options are available to the user.

4. The performance of JANUS Pictures can be optimised to the user's requirements.

5. Multiple copies of JANUS Pictures can be run simultaneously, each logged in with a different JANUS System User name.

6. Transactions at a combination of doors can be viewed by a user. See the section on **How information is sent to a reporting device** for further information.

System Requirements

JANUS Pictures should be installed on computers running Windows 98, Windows 2000, Windows NT4 and Windows XP (The use of Service Pack 6 or higher is recommended on NT4). If you have an older operating system such as Windows for Workgroups 3.11, Windows 95 or Windows NT 3.51, contact support@grosvenortechnology.com.

The specification of the computer is dependent on the number of controllers in the system, the anticipated number of transaction per day and the other software applications being run. Grosvenor recommends a minimum specification of:

1. 350MHz Pentium II processor
2. PCI bus
3. Printer & serial ports
4. 64 Mb RAM for Windows 98, 128 Mb RAM for Windows NT, Windows XP and Windows 2000
5. Graphics - at least 15 bit colour (32,000 colours) and 800x600 pixel resolution
6. CD ROM drive
7. SVGA colour screen
8. Hard disk capacity is dependent on system size

All JANUS computers require a network card, or software equivalent to be installed to allow the correct configuration of TCP/IP. For Windows 98 use a network card or the software Dial-up adapter. For Windows NT use a network card or the software MS Loopback adapter. Consult Windows Help for details.

Installing JANUS Pictures

To install the JANUS Pictures software from the CD:

1. Insert the CD labeled ‘JANUS for Windows’ into your CD-ROM drive. If Autorun is enabled on your system the CD starts up and you can select **Install JANUS** from the CD autorun page.
2. Alternatively, from the **Start** menu select **Run**. Type **F:\autorun.exe** (substitute the appropriate letter of your CD-ROM drive for F).
3. The installation program prompts you to select which components are to be installed. Select **Pictures** and click on **Next**.
4. Follow the instructions on the screen to proceed with the installation. Once underway, a screen will display both a progress bar and an estimated time to completion.
5. When all files have been installed, click **Finish** to exit the installer.
6. The computer must be restarted before the software can be used.

Getting Help

The online help for JANUS Pictures is a compiled Microsoft HTML Help system. It provides information about using the program features as well as step-by-step help to guide you through the program's basic functionality.

This help system is designed to open in the HTML Help viewer — Microsoft's help window for viewing compiled HTML Help. If you do not have the HTML Help viewer components installed on your system, you can view it with Microsoft's Internet Explorer browser (use version 4.x or later for complete functionality).

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This email address is for feedback about documentation only. If you have technical questions, please send email to support@grosvenortechnology.com.

To get JANUS Pictures system information select **Help • About JANUS Pictures...**. A dialog opens identifying the version of the program installed on your system.

Context Sensitive Help

As you work with JANUS Pictures, you can obtain information about windows or dialogs by using the context-sensitive help available in the application. You can access this help in several ways, including:

Dialogs: Dialogs display Help buttons. Click the button and a topic opens that explains how to use the fields and controls at the dialog.

Windows: From any window, press F1 to get more information about using it.

What's This? Help: Some basic dialogs are common dialogs provided by the Windows operating system (for example Open and Save As). You will see a question mark in the upper-right corner of these dialogs to indicate that they provide What's This? Help (specific help for using each field or control at the dialog). Click the question mark and then click the field or control you want information about. A popup window opens and displays brief information about how to use the field or control.

Using the Help Viewer

Help viewer window size: When viewing help, you can maximize the viewer or resize it to suit your liking. The buttons for changing the window size are located in the upper-right corner. See **Table 1** below for more details.

Table 1. To resize the HTML Help Viewer

To:	Do this:
To minimize the window	Click **Minimize** to shrink the viewer so it is displayed in the button bar on the bottom of the Windows Desktop. Right-click this button and select **Restore** to display the viewer.
To maximize the window	Click **Maximize** to maximize the window so it occupies the entire desktop area.
To restore the viewer to its default size	Click **Restore** to restore the viewer to it's default size.
To manually resize the viewer	Place the pointer over the edge of the viewer so it turns into a line with arrows on each end. Press the left mouse button and drag up, down, left or right. The viewer is resized after you release the mouse button.

Left-hand tabs

You can open or close the left-hand tabs, depending on how you like to work. When you close the tabs, the right-hand pane is maximized so you can see as much topic content as the size of the HTML Help viewer allows. See **Table 2** for more details.

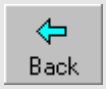
Table 2. To open and close the left-hand tabs

To:	Do this:	
To close the left-hand tabs from view.	Click **Hide**	
To open the left-hand tabs.	Click **Show**	

Navigation

Just like a browser, the HTML Help viewer includes **Back** and **Forward** buttons for navigating. See **Table 3** for more details.

Table 3. To use the navigation buttons

To:	Do this:	
To return to the previously viewed topic.	Click **Back**	
Go to the topic that was displayed prior to going back.	Click **Forward**	

Options menu

The Options button opens a menu with selections for hiding the left-hand tabs, going back and forward, stopping a topic or Web page from loading, refreshing the information displayed in the window, printing, and turning search highlighting on or off. You can also access Internet options from this menu.

Using the Left-Hand Tabs

The JANUS Pictures online help includes the following left-hand tabs:

Contents

The Contents tab displays books and pages that represent the categories of information in the online help system. When you click a closed book, it opens to display its content (sub-books and pages). When you click an open book, it closes. When you click pages, you select topics to view in the right-hand pane of the Help viewer.

Index

The Index tab displays a multi-level list of keywords and keyword phrases. These terms are associated with topics in the help system and they are intended to direct you to specific topics according to your way of working. Keywords are cross-referenced with synonyms to provide multiple ways to locate information. To open a topic in the right-hand pane associated with a keyword, select the keyword and then click **Display**. If the keyword is used with more than one topic, a Topics Found dialog opens so you can select a specific topic to view.

Search

The Search tab enables you to search for words in the help system and locate topics containing those words. Full-text searching looks through every word in the online help to find matches. There are also options to search previous results, find similar words and search only topic titles. When the search is completed, a list of topics is displayed so you can select a specific topic to view.

Glossary

The Glossary tab displays a glossary similar to one you'd find in a printed publication. It provides a list of words and short phrases, and their definitions, related to JANUS Pictures. When you select a term from the list, its corresponding definition is displayed in the lower pane.

Navigating Topics

Topics in the help system include a variety of navigation components including:

Related Topics buttons

When you click a Related Topics button, a popup menu opens. It displays a list of topics you can go to. The topics are relevant to what you are currently reading in the right-hand pane or they cross-reference related information that you can go to. Click a topic from the popup and it opens in the right-hand pane.

Drop-down hotspots

Many topics include drop-down hotspots. This is clickable text that displays more information in a drop-down list. You'll often find drop-down hotspots in topics where a series of steps is involved. These drop-downs provide a quick way for you to get information about doing tasks without having to do a lot of scrolling. You only need to click the hotspots you want to read. To close the text, click the hotspot again.

Expanding hotspots

Some topics include expanding hotspots. This kind of hotspot is a text link that displays information immediately following the text. You only have to click the hotspots you want more information about. To close the text, click the hotspot again.

Text-only popups

Many topics use text-only popups. This kind of link is text that displays a popup window when clicked. The popup window displays brief information about a term or concept relevant to the topic you're currently reading. When you finish viewing the information, you click inside the popup window to close it.

Links to popup windows

When you click some links, the destination topic opens in a popup window inside the same window you have open. It's like having two windows in one, only the focus is on the information in the popup window. When you finish reading the information in the popup window, you can close it from view or navigate to any of its links.

Browse sequences

The HTML Help viewer includes special navigation for using browse sequences. They are intended to guide you through a series of topics. The viewer includes a browse sequence bar and browse sequences navigation buttons for browsing topics. For a sample of browse sequences, select the browse buttons in the HTML Help viewer when the help system is open.

Tips for Printing

While using the online help system, you can print topics and information right from the HTML Help viewer. The available print options are determined by the version of Internet Explorer and Microsoft HTML Help Workshop installed on your system.

To print a single topic:

1. Click **Print**.
2. Select **Print the selected topic** and click **OK**.

To print all topics in a selected book:

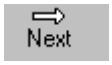
1. Click **Print**.
2. Select **Print the selected heading and all subtopics** and click **OK**.

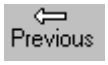
If topics include expanding or drop-down hotspots, click the hotspots to display the information before you print.

Using Browse Sequences

The online help system includes a way to navigate with browse sequences. They are intended to guide you through a series of topics.

The HTML Help viewer includes browse sequence buttons for topic navigation.

1. To go to the next topic, click **Next**. 

2. To go to the previous topic, click **Previous**. 

The HTML Help viewer also includes a drop-down list of browse sequences and a browse sequence bar with small icons that represent the topics used with each browse sequence. You can also use this list or browse sequence bar to navigate topics.

Using Full-Text Searches

A basic search consists of the word or phrase you want to find. You can use similar word matches, a previous results list, or topic titles to further define your search.

1. Click the **Search** tab, and type the word or phrase you want to find.

Table 4. Full-text search options

To:	Do this:
Search only topic titles.	Select **Search titles only**.
Find words similar to your search term.	Select **Match similar words**.
Narrow your search.	Select Search previous results.
Highlight all instances of search terms that are found in topic files.	Click **Options** and select **Search Highlight On**.

2. Click to add boolean operators to your search. (Find out more about Boolean operators in **Advanced searching techniques**.)

3. Click **List Topics**, select the topic you want, and then click **Display**.

4. To sort the topic list, click the **Title**, **Location**, or **Rank** column

Basic rules for full-text searches

The basic rules for formulating queries are:

- Searches are not case-sensitive, so you can type your search in uppercase or lowercase characters.
- You may search for any combination of letters (a-z) and numbers (0-9).
- Punctuation marks such as the period, colon, semicolon, comma, and hyphen are ignored during a search.
- Group the elements of your search using double quotes or parentheses to set apart each element. You cannot search for quotation marks.

If you are searching for a file name with an extension, you should group the entire string in double quotes. Otherwise, the period will break the file name into two separate terms. The default operation between terms is AND, so you will create the logical equivalent to "filename AND ext."

Advanced Searching Techniques

When using the full-text search feature in the JANUS Pictures online help, the following techniques can help you narrow your searches for more precise results.

Wildcard expressions

You can search for words or phrases using wildcard expressions. Wildcard expressions allow you to search for one or more characters using a question mark or asterisk. The table below describes the results of these different kinds of searches.

Table 5. Search examples

Search for	Example	Result
A single word	sail	Topics that contain the word **sail**. (You will also find its grammatical variations, such as **sailor** and **sailing**.)
A phrase	“scuba dive”, or scuba dive	Topics that contain the literal phrase **scuba dive** and all its grammatical variations. Without the quotation marks, the query is equivalent to specifying **scuba AND dive**, which will find topics containing both of the individual words, instead of the phrase.
Wildcard expression	water* or 90?10	Topics that contain the terms **WATER**, **waterfall**, **waterproof**, and so on. The asterisk cannot be the only character in the term. Topics that contain the terms **90110**, **90210**, **90310**, and so on. The question mark cannot be the only character in the term.

Boolean operators

The **AND**, **OR**, **NOT**, and NEAR operators enable you to precisely define your search by creating a relationship between search terms. The following table shows how you can use each of these operators. If no operator is specified, AND is used. For example, the query water ski boat is equivalent to water AND ski **AND boat**.

Table 6. Using boolean operators in a search

Search for	Example	Result
Both terms in the same topic.	wave AND sand	Topics containing both the words **wave** and **sand**.
Either term in a topic.	boat OR catamaran	Topics containing either the word **boat** or the word **catamaran** or both.
The first term without the second term.	water NOT lake	Topics containing the word **water**, but not the word **lake**.
Both terms in the same topic, close together.	swim NEAR ocean	Topics containing the word **swim** within eight words of the word **ocean**.

The |, &, and ! characters don't work as boolean operators (you must use OR, AND, and NOT).

Nested expressions

Nested expressions allow you to create complex searches for information. For example, **oceanAND** ((**swimOR surf**) **NEAR Malibu**) finds topics containing the word **ocean** along with the words **swim** and **Malibu** close together, or containing **ocean** along with the words **surf** and **Malibu** close together.

The basic rules for searching help topics using nested expressions are as follows:

You can use parentheses to nest expressions within a query. The expressions in parentheses are evaluated before the rest of the query.

If a query does not contain a nested expression, it is evaluated from left to right. For example: **scuba NOT Florida OR Bahamas** finds topics containing the word **scuba** without the word **Florida**, or topics containing the word **Bahamas**. On the other hand, **scuba NOT** (**Florida OR Bahamas**) finds topics containing the word **scuba** without either of the words **Florida** or **Bahamas**.

You cannot nest expressions more than five levels deep.

Understanding JANUS system message routing

Each physical piece of hardware that is attached to a JANUS for Windows system reports what is happening by sending system messages to JANUS Comms. For example, a box may report that the mains power has failed or a door may report that it has been wedged open. JANUS Comms needs to know what to do with these messages, where to send them and what priority to give them. This is defined in the *System Message Reporting Structure* (see *A Guide to using JANUS for Windows* for more details).

Four types of hardware - box, door, reader and input - can send system messages. Every box, door, reader and input on the system is allocated a Reporting Category (e.g. Normal Door Reporting) and each Reporting Category has a set of predefined events (e.g. Wedged door) which generate and send system messages to JANUS Comms.

The predefined events are different for each type of hardware.

1. The way JANUS Comms handles these messages is determined by the Reporting Group allocated to the predefined event.

2. Each reporting group is routed to a reporting device (e.g. alarm screen, history table) by an entry defined in Reporting Destinations.

3. Routing to multiple devices requires multiple entries in Reporting Destinations. See **How information is sent to a reporting device** for further details.

4. For JANUS Pictures to function as required, reader reporting must be configured correctly and JANUS users must have the correct reporting device assigned to them. This is done using the JANUS Database Update program. See the following sections for more details, or refer to *A Guide to using JANUS for Windows*.

    - Configuring reader reporting
    - Defining reporting destinations
    - Adding a new reporting device
    - Assigning a reporting device to a system user

How information is sent to a reporting device

For the purposes of this example readers will be the only hardware type discussed. The basic principles are the same for each of the hardware types that can send system messages in JANUS for Windows. See *A Guide to using JANUS for Windows* for more details. **Figure 1** below shows details of system message routing.

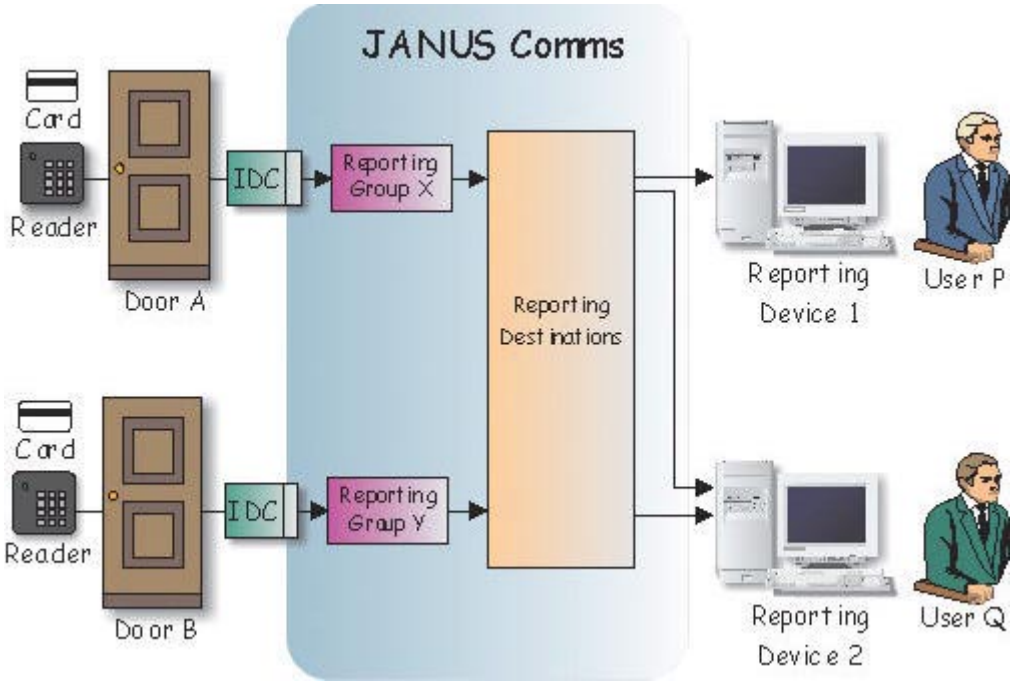


Figure 1. JANUS system message routing

1. A cardholder presents his/her card to a reader on a door.

2. Access rights for that cardholder are checked against the information held in the IDC.

3. As part of the Reporting Category for that reader, a Reporting Group is sent to JANUS Comms depending on the event, e.g. Valid Access, No Authority etc. See **Configuring reader reporting** for more details.

4. JANUS Comms uses the Reporting Destinations defined for that reporting group to determine which reporting devices will receive the message. See **Defining reporting destinations** for more details.

5. Each JANUS user has a reporting device assigned. A user will see only those messages that are sent to their assigned device. For more information, see **Assigning a reporting device to a system user**.

Configuring reader reporting

To ensure that card transaction information is sent to the correct reporting device for a JANUS Pictures user, then the readers attached to the appropriate doors must be configured correctly. This is done by assigning Reporting Groups to the Reporting Category used by the readers. This is performed using the JANUS Database Update program.

1. In the JANUS Database program, select **Open • Hardware • Reader • Reporting...**. The Reader Reporting window opens (see **Figure 2**).

2. With the cursor in the **Reporting Category** field, click on the **Choice** button.

3. Select a **Reporting Category** from the list and click **OK** (e.g. Normal Reader Reporting). Alternatively, click on the **Add** button to define a new **Reporting Category**.

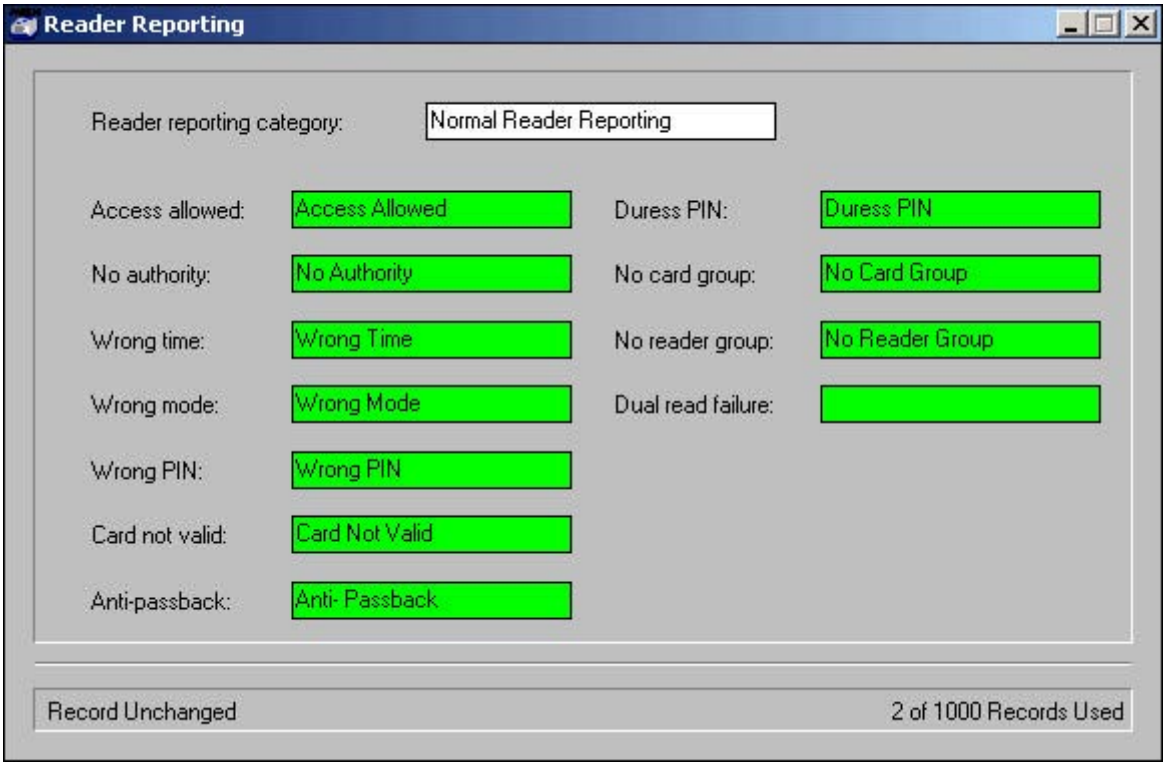


Figure 2. Reader Reporting dialog

4. Each reporting category contains a list of predefined events that can send a system message to JANUS Comms. In order to send the message, the event must have a **Reporting Group** assigned to it.

If an existing reporting category is selected, then the predefined events may already have Reporting Groups assigned.

5. With the cursor in an event field, click on the **Choice** button.

6. Select a **Reporting Group** from the list and click **OK** (e.g. Valid Access). Alternatively, click on the **Add** button to define a new **Reporting Group**.

7. Repeat steps 5 and 6 for each event that requires a message.

8. For those events that do not require a message, leave the field blank to reduce network traffic.

9. When all the reporting groups have been assigned, click on the **Save** button, or select **Record • Save**.

10. Click on the **Close** button, or select **Window • Close** to close the record.

11. Repeat steps 1 to 10 for each reporting category to be configured.

Each reporting group must have a Reporting Destination assigned to it to allow the message to be sent to a reporting device. See **Defining reporting destinations** below for more details.

Defining reporting destinations

A reporting destination is the link between a Reporting Group and a Reporting Device. It allows JANUS system messages to be routed correctly.

1. In the JANUS Database program, select **Open • Reporting • Destinations...**. The Reporting Destinations window opens as shown in **Figure 3** below.

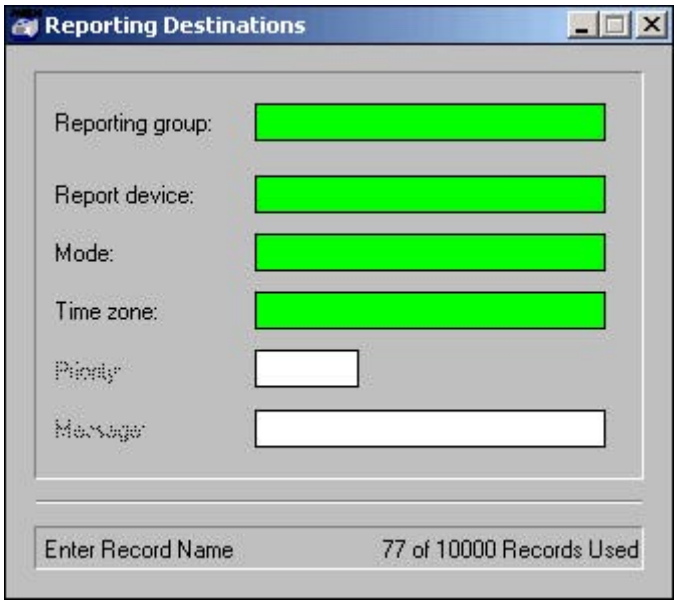


Figure 3. Reporting Destinations dialog

2. With cursor in the Reporting group field, click on the **Choice** button. A choice box opens with a list of reporting groups and their associated reporting devices.

3. Select a combination from the list and click **OK** (e.g. Valid Access, Screen1). Alternatively, click on the **Add** button to define a new Reporting Destination.

4. Use the **Choice** button to select a **Reporting group**, **Report device**, a **Mode**, a **Time zone** and a **Message**.

An entry in the **Mode** field means that messages will only be sent to that destination when the specified mode is in the set state. If the mode field is left blank messages will be sent regardless of the status of the system modes.

The **Time zone** determines when the messages are sent to that destination. If the time zone field is left blank messages will be sent at all times.

The **Message** is usually an operator instruction which appear as text on the JANUS Report Screen.

5. Enter a value between 1 and 99 for the message **Priority**. This determines the order messages appear in the JANUS Report Screen, and whether they are alarms. Any priority from 1 to 10 makes the message an acknowledgeable alarm which will alert the operator by the PC beeping and flashing the title bar of the JANUS Report Screen.

6. Click on the **Save** button, or select **Record • Save**.

7. Click on the **Close** button, or select **Window • Close** to close the record.

8. Repeat steps 1 to 7 for each reporting destination to be configured.

Adding a new reporting device

A reporting device is added to a JANUS for Windows system using the JANUS Database program. This can only be done by someone with **Installer** or **Manager**-level authority.

The example below describes adding a reporting device that will be used primarily to display card transactions for JANUS Pictures, e.g. a guard screen. For other device types, see *A Guide to using JANUS for Windows*.

1. In the main JANUS Database window, select **Open • Reporting • Devices...**. The Reporting Device dialog opens (see **Figure 4**).

2. With the cursor in the **Report device name** field, click on the **New** button.

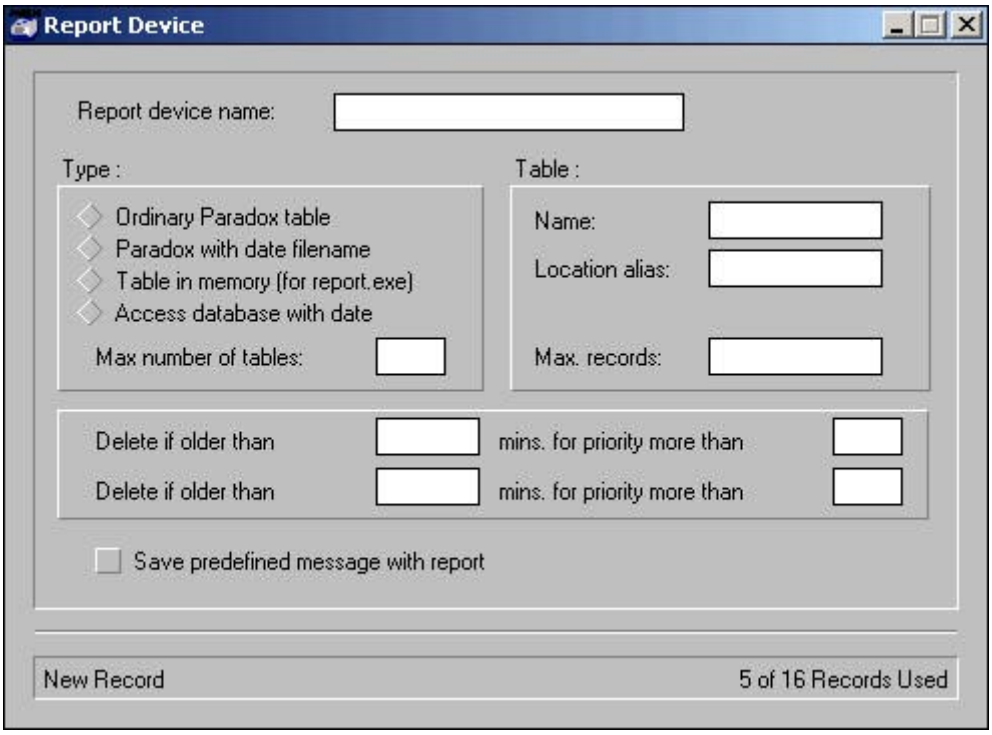


Figure 4. Reporting Device dialog

3. Type in a Device name. This must be unique.

4. For device **Type** select **Table in memory**. The **Max. number of tables** field will disappear.

5. Type in a **Table Name** e.g. **Scrn2**.

6. Add the **Location alias** e.g. **DataPath**.

7. **Define the Max. records**. This is dependent on the number of transactions on the JANUS for Windows system. An average value is 50.

8. The **Delete** values can be ignored.

9. Select **Save predefined message with report**.

10. To save the changes select **Record • Save**, or click on the **Save** button. Or, click on the **Close** button, or select **Window • Close**, or press **Ctrl + F4**.

A *Record Modified* message will be displayed. Select **Yes** to save the changes, **No** to close the record without saving the changes, or **Cancel** to return to the record.

---

11. The device can now be assigned to a user (see **Assigning a reporting device to a system user** for more details).

Assigning a reporting device to a system user

A reporting device is assigned to a JANUS for Windows system user using the JANUS Database program. This can only be done by someone with **Installer** or **Manager**-level authority.

1. Select Open • **System** • **Logon Authorisation...**. The Logon Authorisation dialog opens.

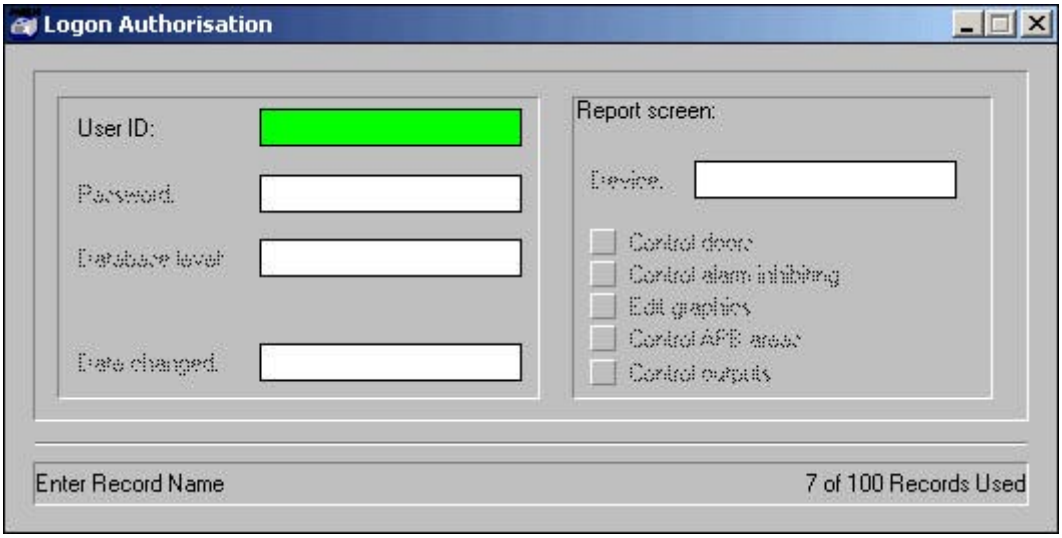


Figure 5. Logon Authorisation dialog

2. With the cursor in the **User ID** field, click on the **Choice** button.
3. Select a **User ID** from the list, click **OK**. Or, click on the **Add** button to define a new **User ID**.
4. If an existing **User ID** is selected, then the **Password**, **Database level** and **Device** fields will all contain values.
5. Place the cursor in the **Device** field and click on the **Choice** button to display a list of reporting devices already defined.
6. Select a **Device** from the list and click **OK**. Alternatively, click on the **Add** button to define a new **Device**. See Adding a new reporting device for more details.
7. To save the changes select **Record** • **Save**, or click on the **Save** button.
8. To revert to the original file, click on the **Restore** button, or select **Record** • **Restore**, or press **F9**. Alternatively, click on **Close**, or select **Window** • **Close**, or press **Ctrl** + **F4**.

To revert to the original, click on the **Restore** button, or select **Record** • **Restore**. Alternatively, click on the **Close** button, or select **Window** • **Close**.

A *Record Modified* message is displayed. Select **Yes** to save the changes, **No** to close the record without saving, or **Cancel** to return to the record.

The user will now see all card transactions that are routed to that reporting device (see **How information is sent to a reporting device** for more details).

Using JANUS Pictures

Starting JANUS Pictures

1. Ensure that JANUS Comms is running.
2. Click on **Start • Programs • JANUS for Windows • JANUS Pictures**.
3. There is a delay while the program is loaded from the computer's disk and then the **JANUS Pictures Logon** window is displayed.

Figure 6. JANUS Pictures Logon dialog

4. If JANUS Comms is not running a warning message is displayed.
5. Click **OK** and ensure that JANUS Comms is running.
6. In the **JANUS Pictures Logon** screen enter a valid **User ID**.
7. Enter a valid **Password**.

Both the **User ID** and **Password** must exist within the JANUS for Windows system. The default for both is **JANUS**.

8. Click on the **OK** button.

9. If the User ID and Password are valid, JANUS Pictures will open.

10. If an incorrect User ID or Password is entered, an error message like the one below will be displayed.

Figure 7. Logon error message

11. Click **OK** and repeat steps **6** to **8**.

12. If an error message is still displayed, contact the local JANUS for Windows Administrator for a valid User ID and Password.

13. Clicking **Cancel** will quit the application.

JANUS Pictures will try to reconnect to JANUS Comms if communication between the two fails *after* the user has logged on.

The Main Window

The JANUS Pictures main window , as shown below, consists of: a Menu bar, a Toolbar, a tabbed Display (where the default is Detail View), and a Status Bar.

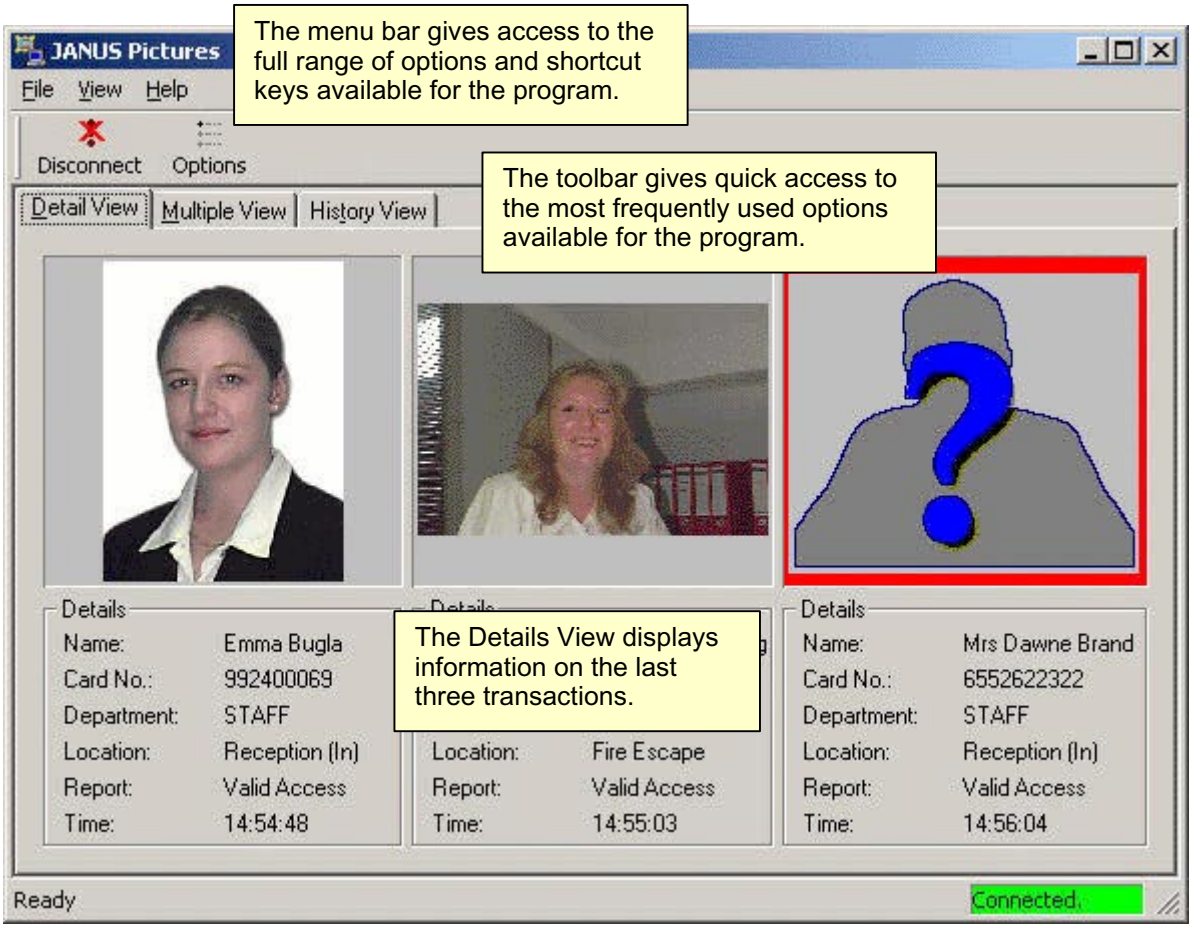


Figure 8. The main window

Menus

The menus allow access to the options available for the JANUS Pictures program.

When you point the cursor over a menu option, a menu tip identifying the option is displayed in the status bar at the bottom of the main window . For example, when you select **File • Disconnect**, the menu tip displays the following text:

"Disconnect from the JANUS for Windows server."

When a user logs on to the JANUS Pictures program, three menu options are available. These are described in **Tables 7 - 9**.

Table 7. File menu options

Option	Keystroke	Description
Disconnect	F4	Disconnects JANUS Pictures from JANUS Comms and removes all transactions from the View pages. This is enabled when a connection exists between JANUS Pictures and JANUS Comms.
Exit	Alt + F4	Quits the JANUS Pictures program.

Table 8. View menu options

Option	Keystroke	Description
Details Page	F5	The detail view displays the last three transactions that JANUS Comms has received since the successful network logon between JANUS Pictures and JANUS Comms.
Multiple Picture Page	F6	A number of pictures with cardholder name, transaction location and time are displayed in a grid format. The size of the grid is defined using the Options dialog.
History Page	F7	The history view contains a grid showing the transactions received since JANUS Pictures was connected to JANUS Comms.
Toolbar	n/a	The toolbar allows access to the most commonly used menu options in the JANUS Pictures program.
Status Bar	n/a	The status bar indicates the connection status of the application and provides details of menu or toolbar options.
Options...	F9	This displays the Options dialog. This is enabled regardless of the network connection state.

Table 9. Help menu options

Option	Keystroke	Description
Help Contents...	F1	Online Help connects you to an overview or a procedural topic when you choose a topic from the table of contents or index. You can also search for a topic using keywords that describe a feature or task.
About...	n/a	This provides the user with version information for the JANUS Pictures software.

Toolbar

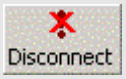
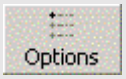
The toolbar allows access to the most commonly used menu options in the JANUS Pictures program.

When you click on a button on the toolbar, a menu tip identifying the option is displayed in the status bar at the bottom left of the main window. For example, when you click on the **Disconnect** button, the menu tip displays the following text:

"Disconnect from the JANUS for Windows server."

The JANUS Pictures toolbar is described in **Table 10** below.

Table 10. Toolbar buttons

Button	Keystroke	Description
	F4	Click on this to disconnect JANUS Pictures from JANUS Comms and clear any transaction details. This leaves JANUS Pictures in a secure state ready for another user to log on.
	F9	Allows a user to change the connection, display and performance options of the program.

Program Options

The program options available in JANUS Pictures fall in to the three main categories listed below.

Connection - The connection settings determine:

- How JANUS Pictures should try to reconnect to JANUS Comms if the network connection is lost.
- How many minutes prior to connection with JANUS Comms that JANUS Pictures should retrieve and display data for.

Display - These options allow the user to:

- Select a format to view the transactions.
- Define how those views should be updated.

Performance - This allows the user to select the way JANUS Pictures retrieves cardholder pictures for display.

All program options are configured in the **Options** dialog.

Connection options

The connection settings for JANUS Pictures can be edited in the **Options** dialog.

Minutes to retrieve - This defines how many minutes prior to the connection time that JANUS Pictures should retrieve and display data for.

- If set to the default value (0 minutes), then no transactions will be displayed when JANUS Pictures connects to JANUS Comms.
- However, if this value is set to 60, then all transactions held by JANUS Comms for the previous hour would be retrieved and displayed.
- The range of values allowed is 0 - 99 minutes.

Re-connection - Determines how JANUS Pictures should try and re-connect to JANUS Comms if the network connection is lost.

- **Automatic** will keep trying to re-connect without user intervention. This is the default setting.
- **Prompted** will display a confirmation dialog box to the user before re-connecting.

The connection status of JANUS Pictures to JANUS Comms is indicated in the **Status Bar** of the Main Window and can be one of the following:

- **Connected** on a green background
- **Reconnecting...** on a yellow background
- **Not Connected** on a red background

Display options

The main window in JANUS Pictures provides three main display options for the user. These are listed below.

Detail View - Shows the pictures with details of the last three transactions received since JANUS Pictures connected to JANUS Comms.

Multiple View - Here pictures and some transaction details are displayed in a grid format. The number of pictures is selectable and can range between 1 and 16 depending on the number of rows and columns selected in the **Multiple View Size** section of the Options dialog.

The manner in which the pictures are displayed and updated for both the **Detail** and **Multiple Views** can be selected in the **Update Style** section of the Options dialog.

History View - The history view contains a grid control showing details of the transactions received since JANUS Pictures was connected to JANUS Comms, and a picture control which displays a cardholder's picture when a transaction is selected from the list.

The latest transaction is always displayed at the top of the grid and the oldest at the bottom. The number of transactions displayed in the grid can be configured in the **History Lines** section of the Options dialog.

All three views may be resized without any corruption of the pictures or display when the resizing operation is completed.

Detail View

The transactions displayed in this view are the last three received since JANUS Pictures connected to JANUS Comms. An example is shown below.

If the Minutes to retrieve option is set to something other than the default (0 minutes), then the last three transactions held by JANUS Comms for that period will be displayed upon connection.

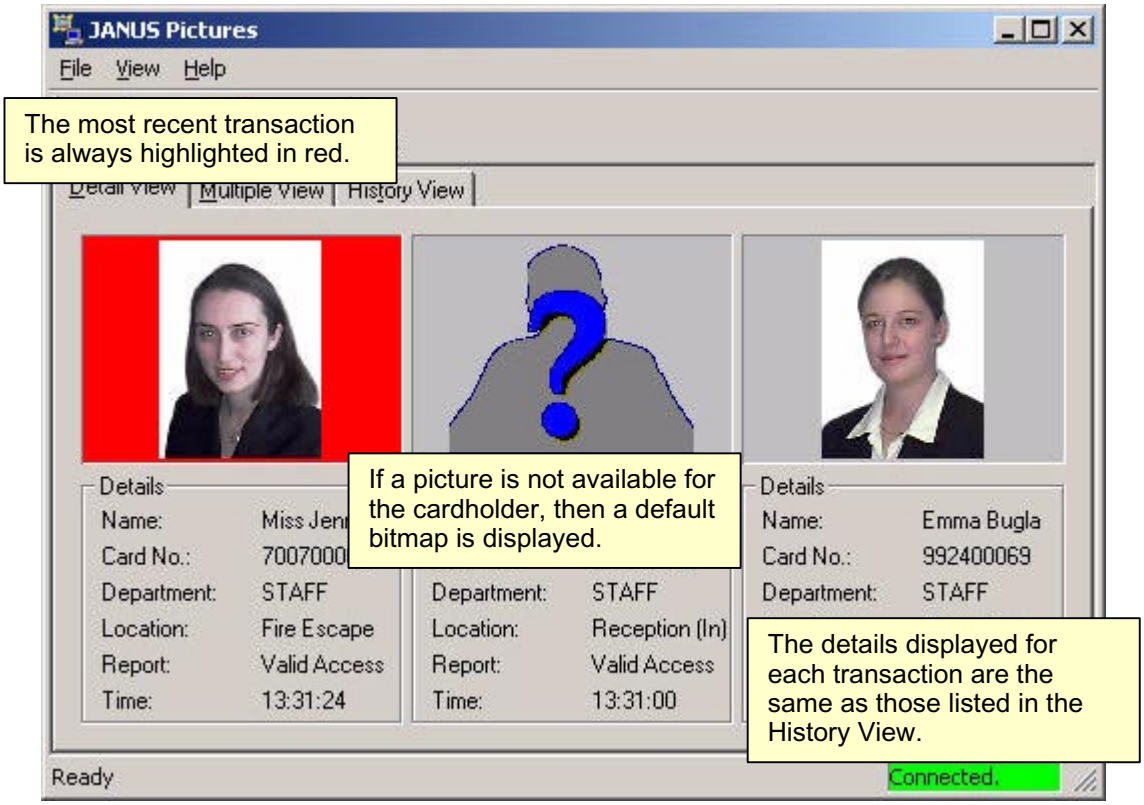


Figure 9. Detail View display option

If there are less than three transactions then the picture is set to grey and the details section remains blank.

New pictures are displayed at the position determined by the **Update Style** setting in the Options dialog.

- **Circular** - Displays the most recent transaction in the right picture location. Subsequent transactions are displayed starting in the left position, then the middle position, then the right again. This is the fastest option as only one picture is being updated at any time.

If the window is resized the display will change and put the latest transaction in the right position.

If any of the program options are changed, the display changes and puts the latest transaction in the right position.

- **Latest picture at top, left** - Always displays the last transaction in the left picture location. All the other pictures are rippled left to right.
- **Latest picture at bottom, right** - Always displays the last transaction in the right picture location. All other pictures are rippled up right to left.

The **Update Style** setting can be changed at any time and the display will automatically be updated.

Upon disconnection from JANUS Comms, all pictures and their related details are cleared from this view.

Re-sizing the window

All display views may be resized without any corruption of the pictures or display when the resizing operation is completed.

Table 11. Re-sizing the display views

To:	Do this:
To minimize the window	Click **Minimize** to shrink the window so it is displayed in the button bar on the bottom of the Windows Desktop. Right-click this button and select **Restore** to display the viewer.
To maximize the window	Click **Maximize** to maximize the window so it occupies the entire desktop area.
To manually resize the window	Place the pointer over the edge of the window so it turns into a line with arrows on each end . Press the left mouse button and drag up, down, left or right. The window is resized after you release the mouse button.

When minimising the window, it is possible to lose some of the transaction details if the window is made too narrow.

Multiple View

Pictures are displayed in a grid format.

The number of pictures is selectable and ranges between 1 column by 1 row, to 4 columns by 4 rows. This is defined in the **Multiple View Size** settings in the Options dialog.

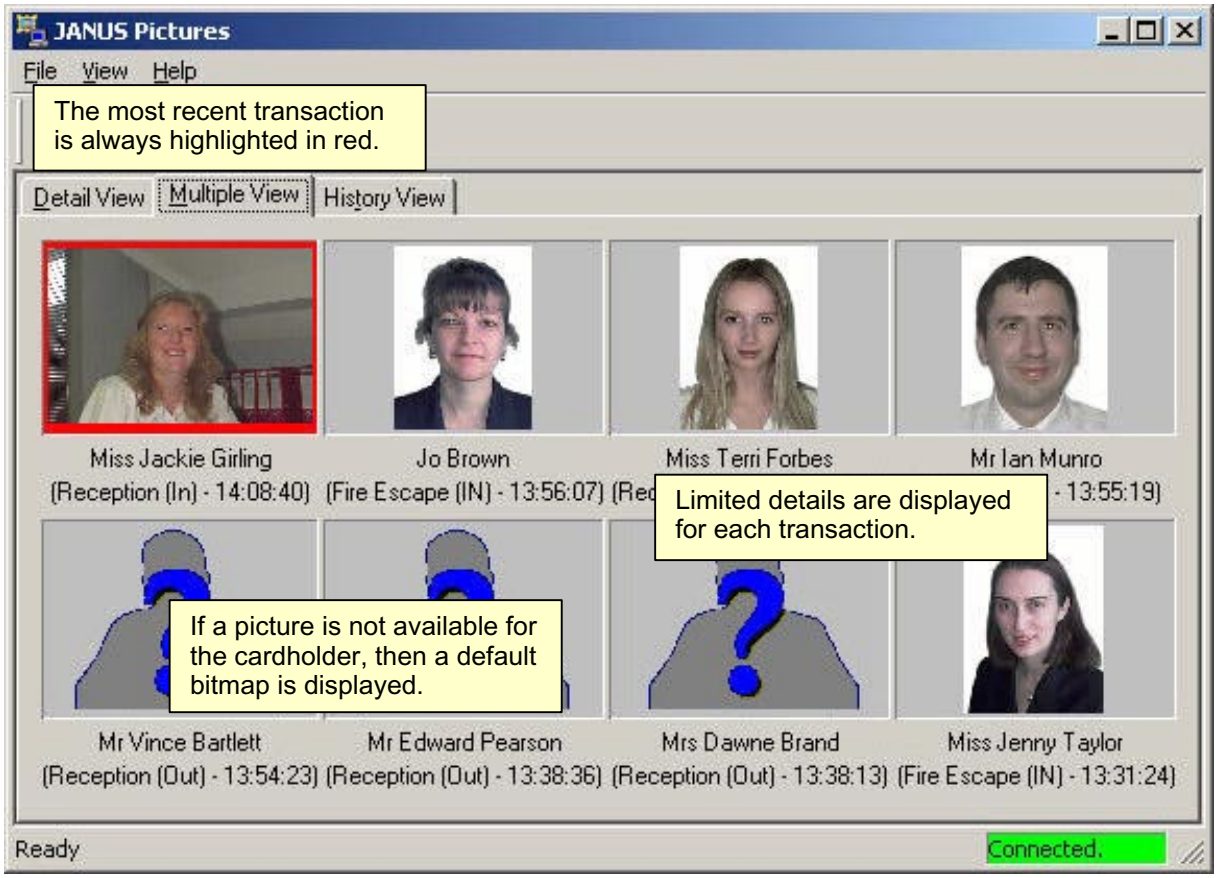


Figure 10. Multiple View display option

Each picture has the cardholder name, transaction location and time displayed beneath it.

The last received transaction is highlighted in red.

New pictures are displayed at the position determined by the **Update Style** setting in the options dialog.

- **Circular** - Displays the most recent transaction in the bottom, right position. Subsequent transactions are displayed starting in the top left position, then work across from left to right, then row to row (i.e. like reading a book). After the last position on the bottom right is used, the next transaction is displayed on the top left again. This is the fastest option as only one picture is being updated at any time

  If the window is resized the display will change and put the latest transaction in the bottom right position.

If any of the program options are changed, the display changes and puts the latest transaction in the bottom right position.

- **Latest picture at top, left** - Displays the last transaction in the top, left picture location. All the other pictures are rippled down left to right, top to bottom.
- **Latest picture at bottom, right** - Displays the last transaction in the bottom right picture location. All other pictures are rippled up right to left, bottom to top.

For the **Circular** and **Latest picture bottom, right** options, a blank grid will always be filled starting from the top left location.

The **Update Style** and **Multiple View** settings can be changed at any time and the display will automatically be updated.

Upon disconnection from JANUS Comms, all pictures and their related details are cleared from this view.

History View

The history view contains a grid showing the transactions received since JANUS Pictures was connected to JANUS Comms.

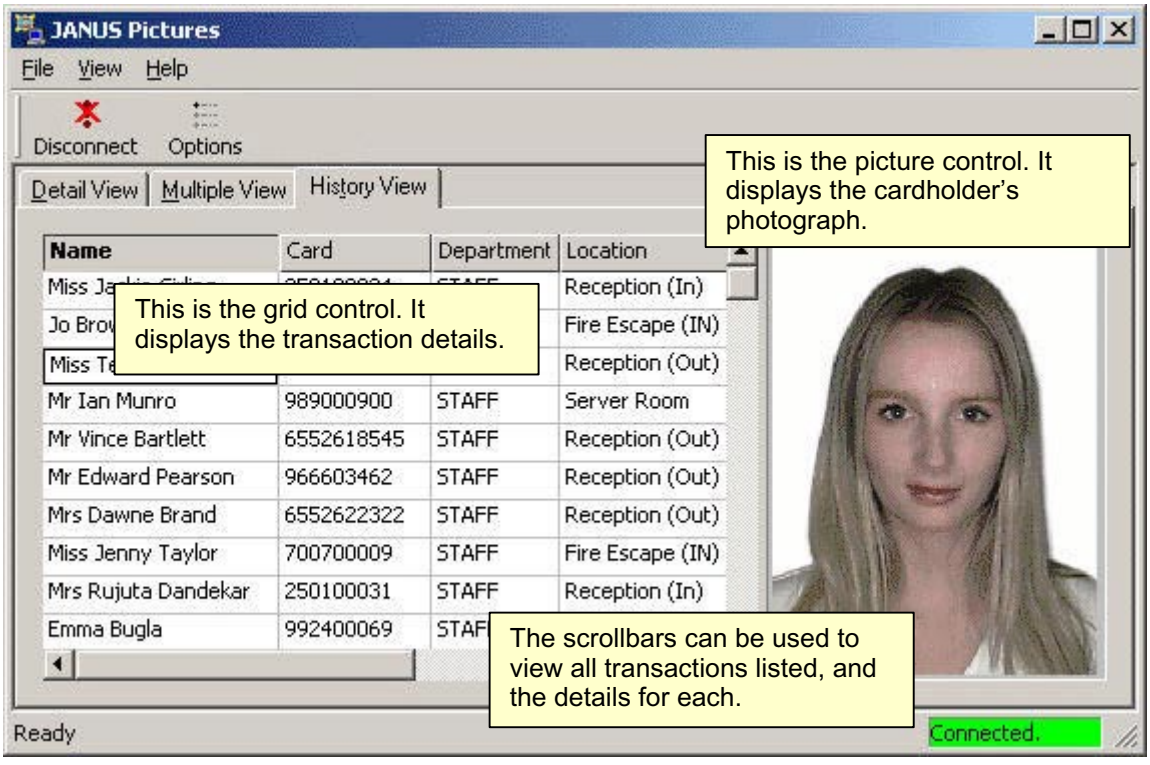

JANUS Pictures
File View Help
Disconnect
Options
Detail View
Multiple View
History View
This is the picture control. It displays the cardholder's photograph.
This is the grid control. It displays the transaction details.
Name
Card
Department
Location
Reception (In)
Fire Escape (IN)
Reception (Out)
Mr Ian Munro 989000900 STAFF Server Room
Mr Vince Bartlett 6552618545 STAFF Reception (Out)
Mr Edward Pearson 966603462 STAFF Reception (Out)
Mrs Dawne Brand 6552622322 STAFF Reception (Out)
Miss Jenny Taylor 700700009 STAFF Fire Escape (IN)
Mrs Rujuta Dandekar 250100031 STAFF Reception (In)
Emma Bugla 992400069
The scrollbars can be used to view all transactions listed, and the details for each.
Ready
Connected.

Figure 11. History View display option

The grid control displays the following fields in the order listed:

1. Name
2. Card number
3. Department
4. Location
5. Report
6. Date
7. Time

The latest transaction is displayed at the top of the grid, the oldest at the bottom.

When a row is selected using the mouse or the cursor keys, then the picture for the cardholder on that row is displayed in the picture control to the right of the grid.

If there is no picture associated with a cardholder, then a default bitmap is displayed.

If a row with no transaction is selected, the picture is set to light grey.

The number of rows maintained in the grid control is selectable via the **History Lines** setting in the Options dialog.

Upon disconnection from JANUS Comms, all pictures and their related details are cleared from this view.

Performance options

The performance options for JANUS Pictures can be changed using the **Options** dialog. They allow the user to select the way JANUS Pictures retrieves the cardholder pictures for display.

Optimised for speed - Reuses pictures that have already been retrieved when possible. This is the default setting.

Optimised for continuity -Retrieves the cardholder's photograph each time JANUS Pictures needs to display a transaction.

The **Optimised for continuity** option is slower as a trip across the network has to be made to get each picture.

Appendix A– Dialog Descriptions

Detail View dialog

The detail view displays three transactions with the following information listed beneath each one:

Table 12. Description of transaction details

Details	Description
Name	The cardholder's name as it is entered in the JANUS Database program.
Card number	The number internally encoded in the access control card.
Department	This is the department to which the cardholder belongs.
Location	This is the physical door location.
Report	The system message from JANUS Comms.
Time	The time of the transaction in hh:mm:ss (24 hour clock).

- The transactions displayed are the last three transactions received since JANUS Pictures connected to JANUS Comms.

If the Minutes to retrieve option is set to something other than the default (0 minutes), then the last three transactions held by JANUS Comms for that period will be displayed upon connection.

- If there less than three transactions exist, then any empty picture is set to grey and the details remain blank.
- New pictures are displayed at the position determined by the **Update Style** setting in the Options dialog.
- If there is no photograph available for a cardholder, a default bitmap will be used showing a silhouette of a person with a question mark in front of the silhouette.
- The most recent transaction is highlighted in red.
- Upon disconnection from JANUS Comms, all pictures and their related details are cleared from this view.

History View dialog

The history view contains a grid control area showing the transactions received since JANUS Pictures was connected to JANUS Comms and a picture control area where the picture for a selected transaction will be displayed.

If the Minutes to retrieve option is set to something other than the default (0 minutes), then all transactions held by JANUS Comms for that period will be displayed upon connection.

The grid control displays the following fields in the order listed.

Table 13. Field descriptions

Field	Description
Name	The cardholder's name as it is entered in the JANUS Database program.
Card number	The number internally encoded in the access control card.
Department	This is the department to which the cardholder belongs.
Location	This is the physical door location.
Report	The system message from JANUS Comms.
Date	The date of the transaction in dd/mm/yyyy format.
Time	The time of the transaction in hh:mm:ss (24 hour clock).

- The latest transaction is displayed at the top of the grid, the oldest at the bottom.
- The transaction list *cannot* be re-sorted.
- When a row is either clicked with the mouse or moved to using the cursor keys, then the picture for the cardholder on that row is displayed in the picture control to the right of the grid.
- If there is no picture associated with a cardholder, then a default bitmap is displayed.
- If a row with no transaction is selected, the picture is set to light grey.
- The number of rows maintained in the grid control is selectable via the **History Lines** setting in the Options dialog. The default value is 50.
- Upon disconnection from JANUS Comms, all transactions and pictures are cleared from this view.

Logon dialog

- The user must enter a User ID and Password that is valid on the JANUS for Windows system if they wish to use the JANUS Pictures program.
- Clicking the **OK** button will submit the relevant logon details. If these are accepted the user will be returned to the main window, where the menu options and toolbar will be enabled.
- If an incorrect User ID or Password is entered, an error message will be displayed. Click **OK** and re-enter the User ID and Password and click on the **OK** button.
- If an error message is still displayed, contact your local JANUS for Windows Administrator for a valid User ID and Password.

Multiple View dialog

Pictures are displayed in a grid format with the following information listed beneath each one.

Table 14. Description of details displayed in Multiple View

Details	Description
Name	The cardholder's name as it is entered in the JANUS Database program.
Location	This is the physical door location.
Time	The time of the transaction in hh:mm:ss (24 hour clock).

- The number of pictures which can be displayed is selectable and ranges between 1 column by 1 row, to 4 columns by 4 rows. This is defined in the **Multiple View Size** settings in the Options dialog.
- New pictures are displayed at the position determined by the **Update Style** setting in the Options dialog.
- If there is no photograph available for the cardholder, a default bitmap will be used showing a silhouette of a person with a question mark in front of the silhouette.
- The most recent transaction is highlighted in bright red.
- Upon disconnection from JANUS Comms, all pictures and their related details are cleared from this view.

Options Dialog

This is used to set the connection, display and performance options for JANUS Pictures. The table below gives details of each option and their default values.

Table 15. Description of Options settings

Option	Description	Default
Minutes to retrieve	This defines how many minutes prior to the connection time that JANUS Pictures should retrieve and display data for. If for example, this value is set to 60, then all transactions held by JANUS Comms for the previous hour would be retrieved and displayed.	0 (minimum = 0, maximum = 99)
Re-connection	Determines how JANUS Pictures should try and re-connect to JANUS Comms if the network connection is lost. **Automatic** will keep trying to re-connect without user intervention. **Prompted** will display a confirmation dialog box to the user before re-connecting.	Automatic
Update Style	Defines how the pictures in the Detail and Multiple views should be enacted. **Circular** will display the most recent transaction in the bottom, right position. Subsequent transactions are displayed starting in the top left position, then work across from left to right, then row to row (i.e. like reading a book). After the last position on the bottom right is used, the next transaction is displayed on the top left again. This is the fastest option as only one picture is updated at any time **Latest picture at top, left** will always display the last transaction in the top, left picture location. All the other pictures are rippled down left to right, top to bottom. **Latest picture bottom, right** will always display the last transaction in the bottom right picture location. All other pictures are rippled up right to left, bottom to top. For the **Circular** and **Latest picture bottom, right** options, a blank grid will always be filled starting from the top left location.	Circular

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Multiple View Size	This defines the grid size of the pictures layout in the Multiple View page. The number of rows and columns can be selected from a minimum grid size of 1 x 1 to a maximum of 4 x 4.	2 rows, 3 columns
History Lines	Use this option to select the number of lines of history information to maintain in the grid control on the History View page.	50 (minimum = 5, maximum = 99)
Notification	This option can be used to instruct JANUS Pictures to **beep** whenever a new transaction is displayed.	Off
Performance	Allows the user to select the way JANUS Pictures retrieves the cardholder pictures for display. **Optimised for speed** will reuse pictures that have already been retrieved when possible. **Optimised for continuity** will get the cardholder's photo each time JANUS Pictures needs to display a transaction. The continuity option is slower as a trip across the network has to be made to get the picture.	Optimised for speed

- Clicking **OK** will save any changes made and close the dialog.
- Clicking **Cancel** will close the dialog without saving any changes.

Glossary

Access control - Access Control provides the ability to control, monitor and restrict the movement of people, assets or vehicles in, out and around a building or site.

Access group - An access group is a name assigned to a group of cardholders. Everyone in the group has access to the same doors at the same times.

Access right - These determine through which doors people are allowed and at what times.

Action - An action provides the link between inputs and outputs and determines how the system behaves when an event such as a fire alarm occurs.

Archive - Moving the original data and storing it elsewhere in a form that allows its subsequent retrieval.

Boolean logic - Boolean logic is a technique using the terms AND, OR, NOT. It is used in advanced full-text searching to narrow down what users are trying to find.

Box - In JANUS for Windows terminology a box is the generic term used to describe an Intelligent Door Controller or an Intelligent Peripheral Controller.

Card - This term is used to cover a variety of devices which contain an encoded number as an identifier. A card is allocated to a cardholder within the JANUS for Windows system and when presented to a reader will grant the cardholder access through the door depending on which access rights are assigned to the cardholder.

Card access rights - Each Card Access Right defines which readers each card group is allowed through and at what times.

Cardholder - An individual defined within a JANUS for Windows system who is assigned to an access group which confers access rights.

Comms - The way the computer 'talks' to the access control system. By this means it downloads the database, or selected parts of it to the access control boxes, and receives messages from them.

Cursor - You can only type text in a field if it contains the cursor. The cursor is a flashing vertical bar which shows where text will appear when it is typed. Click the mouse on a field to move the cursor to that field.

Database - A store of information on the computer. The information defines cards, access choices, doors, etc., and so determines how the access control system operates. The database is edited and saved using the JANUS Database program.

Field - A place in a record where you enter information. For example, an archive name.

History Data - The history data is a log of all of the events that have happened in a JANUS for Windows system for any specific day. This information is contained in the JANUS History Database where it can be archived and used to run reports.

IDC - Intelligent Door Controller - these control and monitor card readers, PIN functions, doors, turnstiles or barriers. In addition, each IDC has 4 alarm inputs and 4 relay outputs to monitor and control auxiliary equipment e.g. door and window contacts, movement detectors, perimeter detection, links to fire panels or 4 levels of lift/elevator control.

IPC - Intelligent Peripheral Controller - Each IPC supports 32 independent inputs and 24 independent relay outputs but does not have the reader and door facilities of the IDC. The monitored Intelligent Peripheral Controller supports 16 monitored inputs and 4 relay outputs and is designed to support a range of sub boards. In all other respects these boards are similar to the IDC.

JANUS Activator dongle - A physical software license.

JANUS Card Production - This application is used in conjunction with the JANUS Database Cards and Users tables to design and produce photo-ID cards.

JANUS Comms - The main program used by JANUS to communicate with between elements of the system, including doors, readers and other JANUS programs.

JANUS Database Program - Part of the JANUS for Windows suite of applications, this program is used to edit card and user records.

JANUS for Windows - JANUS for Windows is an on-line access control system with software options from 2 doors up to 1000+. JANUS provides access control, graphical alarm monitoring, video imaging, card production, asset protection, plant control and integration with safety and building management systems such as intruder, fire, CCTV, T&A, cashless vending and building management.

JANUS Report - The scrolling alarm screen used by JANUS to report activity on the system to the operator.

JANUS User - An individual with logon authorisation to the JANUS for Windows system resources. Depending on the logon level, a JANUS User can configure the system hardware, add and edit cards, run reports, and monitor the system.

Log off - Do this when you want to stop using a JANUS for Windows program. This leaves the program running in a secure state.

Log on - Typing in your JANUS user ID and password so that you can use the JANUS for Windows applications.

Main PC - This is the computer which will be used to run JANUS Comms and administer the JANUS for Windows access control system.

Mouse - This is a pointing device which must be attached to the computer in order to use the JANUS programs. It is used to point at various parts of the screen and to select options. Always use the left mouse button unless specifically told otherwise.

Operator Activity Data - The Operator Activity information is a log of all the user changes to a JANUS for Windows system, or responses to JANUS alarms etc. This information is maintained in the JANUS System Database, where it can be archived and used to run reports.

Password - A security measure used to restrict access to the JANUS for Windows system and resources. This is a unique string of characters that must be provided before a User ID is authorised.

Reader - A device which reads the information encoded on a card and passes it to an IDC for verification.

Reader group - A reader group is a name assigned to a group of card readers. All readers in the group have the same access authorities.

Report - A report is a listing of information, either on screen, or on paper. The type of information displayed is dependant on the query used to interrogate either the JANUS History database, or the JANUS System database.

Reporting category - This is the link between the specific box, door, reader or input and the table which allocates the messages for that source to Reporting Groups. The reporting category enables different boxes to send their messages to different places at different times.

Reporting destination - At the most basic level, a reporting destination is a combination of a reporting group and a reporting device. This sends a system message for a piece of hardware to a particular device. Including a time zone and a system mode in a destination will allow a message to be sent only at a specific time.

Reporting device - System messages can be routed to a variety of devices within the JANUS system. For example, one record will send messages to a screen, another to the history file, and yet another to a different screen during office hours.

Reporting group - This defines where a message is sent, during what times it is sent, and its priority (including whether it is treated as an alarm message).

Slave PC - This is normally used for monitoring and reporting purposes within a JANUS for Windows system e.g. as a guard workstation.

System data - Each physical piece of hardware that is attached to a JANUS Access Control system reports its current status to the master PC via JANUS Comms. For example, a box may report that the mains power has failed or a door may report that it has been wedged open. This information is contained in the JANUS System Database where it can be backed up and used to run reports.

System mode - A system mode is a state in which the access control system can be set active. Up to eight system modes can be defined, any or all of which can be set active at the same time. System modes are used as part of Card Access Rights Records to limit access through doors, and also with Actions to determine how the system controls links between inputs and outputs.

Time zone - A time zone is a list of times linked to days of the week. Each day has up to three time periods defined. Time zones are used both to limit access through a door and for setting an output during certain periods.

Transactions - Events monitored by the door controllers. For example: a valid card read. The database maintains details of all transactions at each controller, including: door, card number, time etc. This information is maintained in the JANUS History database which can be archived and used to produce reports.

User ID - This defines the logon level of a JANUS User and so determines the degree of access to the JANUS for Windows system resources. It is used in conjunction with a password.

Wildcard expression - A technique using characters such as asterisks (*) and question marks (?) to represent any characters (*) or character (?). It is used in advanced full-text searching to narrow down what users are trying to find.

Window - The JANUS programs run under Microsoft Windows which means that information is displayed on the screen in various windows. Many windows can be open at the same time. The active window is the one whose border and title bar are brighter than the others.

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